Original – Court, 1st Copy – Prosecutor, 2nd Copy – Accused, Other copies as needed

Enter information in block letters in all parts of the Form except when reserved for Court use, which shall be completed by the Clerk.

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| (Judicial Region)  METC/MTCC/MTC/MCTC Case No.  RTC         (Municipality/City/Province)  BRANCH | For Court Use Only |
| People of the Philippines , v.  ,  *Accused.* |
| ATTORNEY OR PARTY WITHOUT ATTORNEY  *Name* ­­­  *Firm Name*  *Address*  *Email Address*  *Tel./Cel./Fax Nos.*  *PTR No.*       *Date/Place of Issuance*  *Roll No.*       *Date/Place of Issuance*  *IBP No.*       *Lifetime* *Date/Chapter*  *MCLE* *Compliance* *Exemption No.*  *Other Compliances* ­­­­­­­­­  *Attorney for*  *Prosecution:* *Public Prosecutor* *Private Prosecutor*  *Defense:* *Public Attorney* *Private Counsel*  *Other* |

**PRELIMINARY CONFERENCE ORDER**

At today's preliminary conference, the Public Prosecutor Private Prosecutor Private Complainant defense counsel accused appeared.

STIPULATIONS

The parties agreed to stipulate on the following facts:

1. The identity of the accused as the same individual named in the Information who entered a plea of not guilty thereunder.

2. The Court has jurisdiction over

the subject matter of the case

the person of the accused.

3. The subject incident took place

on

at      .

4. The accused was  arrested  invited for investigation:

on

at

by      .

5. The accused was made subject of inquest proceedings:

on

at

by      .

6. (a) The accused and the private complainant did not know each other prior to the subject incident.

(b) The accused and the private complainant knew each other prior to the subject incident.

7. (a) The Police Investigator       assigned to the case conducted an investigation and prepared the following documents:

Exhibit       Police Letter-Referral/Investigation Report

Exhibit       Sworn Statement of

Exhibit       Sworn Statement of

Exhibit       Sworn Statement of

     *(add more lines if necessary)*

(b) The Police Investigator has no personal knowledge of the commission of the offense or the identity of the offender.

(c) The Police Investigator received from the  Arresting Officer/s  Private Complainant       on       the following object evidence:

Exhibit       *(list down object evidence)*

Exhibit

Exhibit

(d) The  Police Investigator  Arresting Officer placed markings on the object evidence as follows:

Exhibit       *(list down object evidence)* with marking

Exhibit       with marking

Exhibit       with marking

Exhibit       with marking

(e) The Arresting Officer/s       *(name/s)* has/have no personal knowledge of the commission of the offense.

     *(Add other stipulations)*

TESTIMONIAL EVIDENCE

A. The prosecution shall offer the following witnesses for identification of their Judicial Affidavit and further examination:

|  |  |
| --- | --- |
| Witness | Date |
|  |  |
|  |  |
|  |  |
|  |  |

B. The defense shall offer the following witnesses for identification of their Judicial Affidavit and further examination:

|  |  |
| --- | --- |
| Witness | Date |
|  |  |
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Postponements are discouraged. An absence shall result in the absentee having only the remaining assigned dates to complete his evidence presentation. No replacement date shall be given for any absence.

Parties are given a final period of five (5) days from today within which to submit additional affidavits. No witness shall be allowed to testify who has not submitted an affidavit.

DOCUMENTARY/OBJECT EVIDENCE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROSECUTION | | | DEFENSE | | |
| Exh. | Description | Type\* | Exh. | Description | Type\* |
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*\*\* DOCUMENT TYPES: O – Original; CTC – Certified True Copy; FRO – Faithful Reproduction of Original; PM – Provisional Marking*

ISSUES

The issues are:

1. FACTUAL

      *(list issues)*

1. LEGAL

*(list issues)*

SO ORDERED.

     

Judge Date

**Conformity to Stipulations:**

Private Complainant Accused

     

Trial Prosecutor Defense Counsel

Private Prosecutor

Date

COPY FURNISHED

|  |  |  |  |
| --- | --- | --- | --- |
| Person’s Name | Method | Place Served | Date Served |
| Trial Prosecutor | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |
| Counsel for Accused | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |
| Private Complainant | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |
| Accused | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |
|  | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |
|  | Personal Service  Courier Service  Facsimile, Email, SMS |  |  |

SPECIAL INSTRUCTIONS

*Issuance*

The Court shall issue this Preliminary Conference Order upon the termination of the preliminary conference.

*Consent*

The parties and their respective counsels shall sign the Preliminary Conference Order to signify their consent to be bound by this order, including the schedule so fixed.